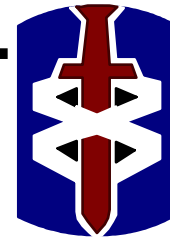
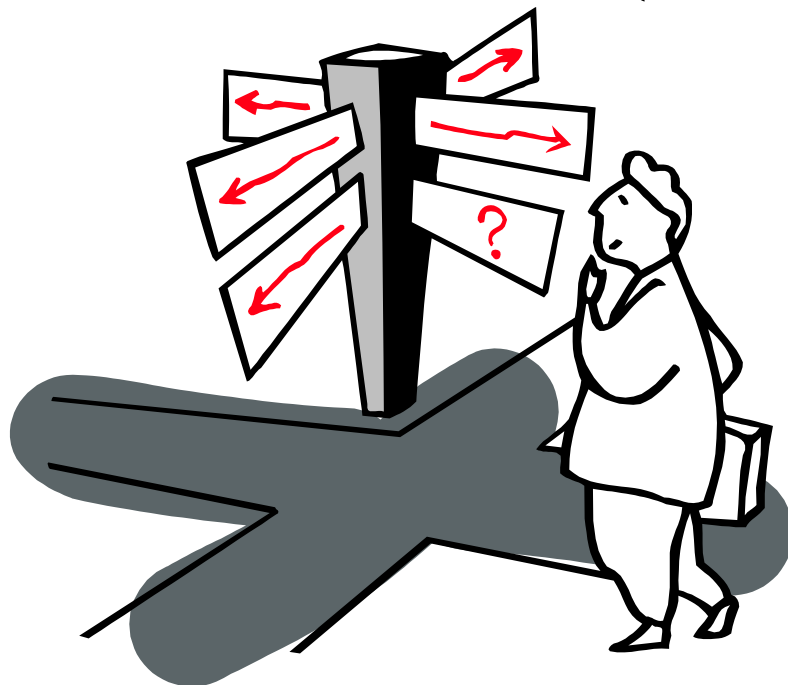


DCSLOG, 18TH MEDCOM



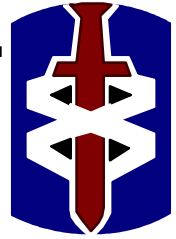
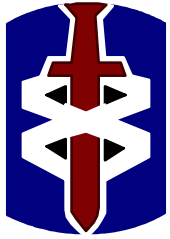
PROPERTY MANAGEMENT DIVISION (DCSLOG)



INFORMATION TO SUCCESS

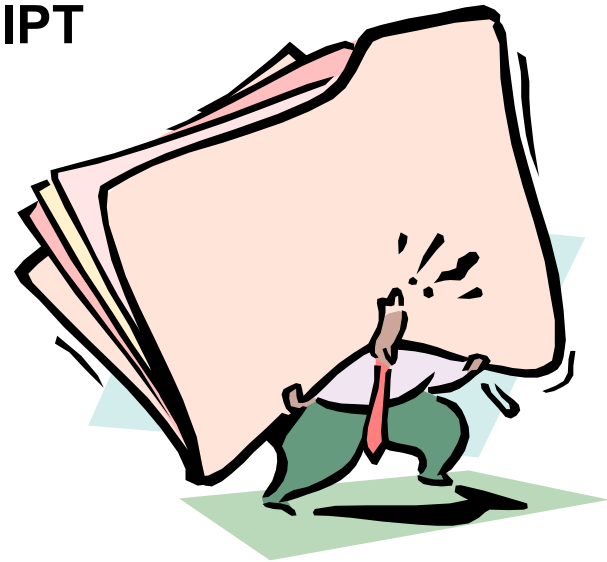
PROPERTY MANAGEMENT DIVISION

“ONE TEAM”



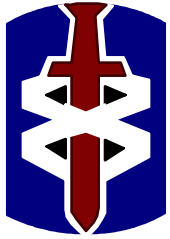
AGENDA

- MISSION
- PROPERTY BOOKS
- CHANGE OF HAND RECEIPT
- REPORTS OF SURVEY
- REFERENCES
- PUBS WEB SITES
- POCS



PROPERTY MANAGEMENT DIVISION

“ONE TEAM”



DCSLOG, 18TH MEDCOM

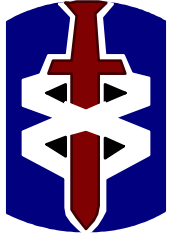


PROPERTY MANAGEMENT DIVISION MISSION

- **PROVIDE CONTINUOUS PROPERTY MANAGEMENT & ACCOUNTABILITY OF SELECTED 18TH MEDCOM PROPERTY BOOKS**
- **PLAN/COORDINATE PROPERTY MANAGEMENT SUPPORT/ GUIDANCE FOR ALL 18TH MEDCOM UNITS**
- **MANAGE AND MONITOR REPORTS OF SURVEY**
- **ASSIST 18TH MEDCOM UNITS WITH EQUIPMENT/ ACQUISITION (CEEP/MEDCASE)**
- **ADVISE AND ASSIST COMMANDER ON ALL PROPERTY MANAGEMENT ISSUES**
- **MONITOR CHANGES TO AUTHORIZATION DOCUMENTS**
- **COORDINATE WITH UNITS AND EIGHT U.S. ARMY ON BOIP (BASIS OF ISSUE PLAN) AND FIELDING PLANS**

PROPERTY MANAGEMENT DIVISION

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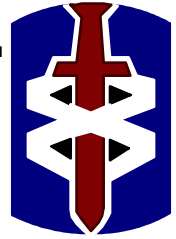
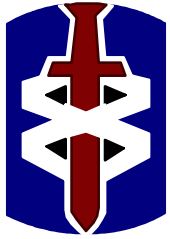


PROPERTY BOOKS

- **ORGANIZATIONAL PROPERTY (Example: MTOE, CIF Issue)**
 - SPBS-R (Standard Property Book System – Redesigned)
- **INSTALLATION PROPERTY (Example: TDA, IMPAC Purchase)**
 - AMEDDPAS (Army Medical Department Property Accounting System)
 - AR 40-61, Requires Medical Units to Account for Property on AMEDDPAS
 - AMEDDPAS allows for tracking of serviceability and replacement requirements.
 - General Rule: If it is medical and characteristic do no change with use, it more than not must be on the property book due to it's maintenance significance.
 - Dollar threshold coupled with “pilfer ability” determine non-medical items. Example: Furniture under 1,000 = non property book. When in doubt, call the PBO.

PROPERTY MANAGEMENT DIVISION

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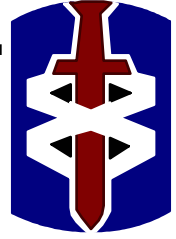
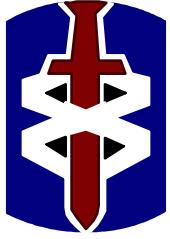


CHANGE OF HAND RECEIPT

- **BEFORE THE INVENTORY**
- **DURING THE INVENTORY**
- **AFTER THE INVENTORY**
- **DURING COMMAND OR AS CLINIC OIC**

PROPERTY MANAGEMENT DIVISION

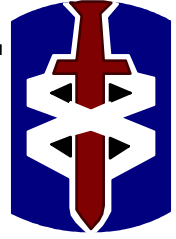
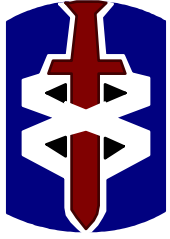
“ONE TEAM”



CHANGE OF HAND RECEIPT (BEFORE THE INVENTORY)

- **CHECK W/ HIGHER HEADQUARTERS FOR INSTRUCTIONS.**
- **UPDATE ALL SUB-HAND RECEIPTS AND SHORTAGE ANNEXES.**
- **BECOME FAMILIAR WITH YOUR HAND RECEIPT.**
- **INFORM HAND RECEIPT HOLDERS ABOUT THE INVENTORY.**
- **GATHER PUBLICATIONS; MAKE SURE YOU USE THE RIGHT PUBLICATION.**

PROPERTY MANAGEMENT DIVISION

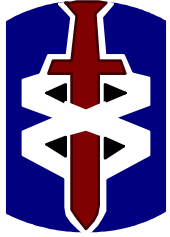


CHANGE OF HAND RECEIPT (DURING THE INVENTORY)

- INVENTORY EVERYTHING YOURSELF!
- DON'T DOUBLE COUNT.
- VERIFY ALL SERIAL NUMBERS AND QUANTITIES.
- MAKE NOTE OF EXCESS OR SHORTAGES.
- REPORT ALL DISCREPANCIES TO PBO.
- MAKE NOTE OF PUBLICATIONS USED.

PROPERTY MANAGEMENT DIVISION

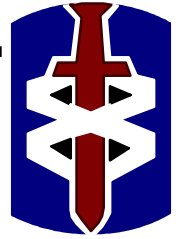
“ONE TEAM”



CHANGE OF HAND RECEIPT (AFTER THE INVENTORY)

- **PREPARE A MEMORANDUM STATING PUBLICATIONS USED.**
- **UPDATE ALL SUB-HAND RECEIPTS.**
- **ENSURE 100% OF YOUR PROPERTY IS SUB-HAND RECEIPTED.**
- **IF YOU ARE A SUB-HAND RECEIPT HOLDER, SUB-HAND RECEIPT TO THE USER LEVEL.**
- **SIGN HAND RECEIPT.**

PROPERTY MANAGEMENT DIVISION



CHANGE OF HAND RECEIPT (DURING COMMAND OR AS CLINIC OIC)

- **IMPLEMENT A STRONG CSDP. CSDP STARTS WITH A GOOD SOP AND FOLLOW-UP, A.K.A. CHECKS AND BALANCES.**
- **BRIEF INCOMING SUB-HAND RECEIPT HOLDERS YOURSELF!**
- **CONDUCT CYCLIC & SENSITIVE ITEM INVENTORIES.**
- **AFTER FTX, INVENTORY EVERYTHING THAT WENT TO THE FIELD.**
- **DON'T SIGN PROPERTY OUTSIDE OF YOUR UNIT W/O PBO APPROVAL.**
- **CONDUCT PRE-CHANGE OF COMMAND OR CHANGE OF SUB-HAND RECEIPT INVENTORY**

PROPERTY MANAGEMENT DIVISION



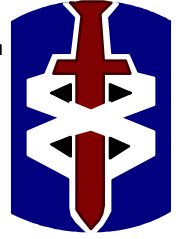
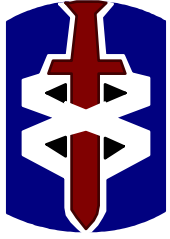
REPORTS OF SURVEY

- PURPOSE OF REPORT OF SURVEY
- TYPES OF RESPONSIBILITY
- REASONS FOR INITIATING A REPORT OF SURVEY
- TIME CONSTRAINTS FOR PROCESSING
- PREPARATION REQUIREMENTS FOR DA FORM 4697
- COMMON ERRORS

REPORTS OF SURVEY (PURPOSE OF REPORT OF SURVEY)

A report of survey documents the circumstances concerning the loss, damage, or destruction of Government property and serves as, or supports a voucher for the adjusting of property from accountable records. It also documents a charge a financial liability assessed against an individual or entity, or provides for relief from financial liability.

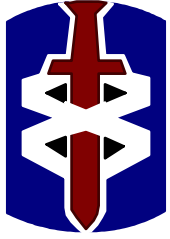
PROPERTY MANAGEMENT DIVISION



REPORTS OF SURVEY (TYPES OF RESPONSIBILITY)

- **Command Responsibility**
- **Supervisory Responsibility**
- **Direct Responsibility**
- **Custodial Responsibility**
- **Personal Responsibility**
- **Responsibility Relationships**

PROPERTY MANAGEMENT DIVISION

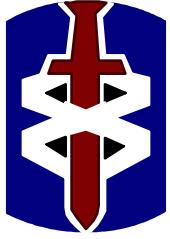


REPORTS OF SURVEY (COMMAND RESPONSIBILITY)

**The obligation of a commander to ensure all
Government property within his or her command
is properly used and cared for, and that proper
custody and safekeeping are provided**

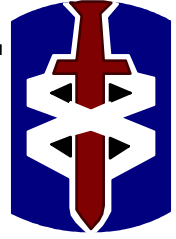
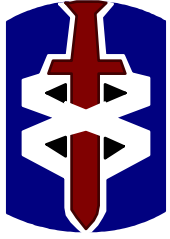
PROPERTY MANAGEMENT DIVISION

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REPORTS OF SURVEY (SUPERVISOR RESPONSIBILITY)

**The obligation of a supervisor to ensure all
Government property issued to, or used by his or
her subordinates is properly used and cared for,
and that proper custody and safekeeping are
provided.**

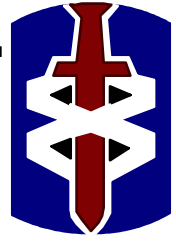
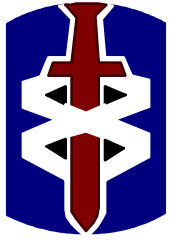


REPORTS OF SURVEY (DIRECT RESPONSIBILITY)

The obligation of a person to ensure all Government property for which he or she has receipted, is properly used and cared for, and that proper custody and safekeeping are provided

PROPERTY MANAGEMENT DIVISION

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REPORTS OF SURVEY (CUSTODIAL RESPONSIBILITY)

Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, and is rated by and answerable directly to the accountable officer or the individual having direct responsibility for the property.

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REPORTS OF SURVEY (PERSONAL RESPONSIBILITY)

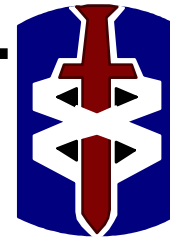
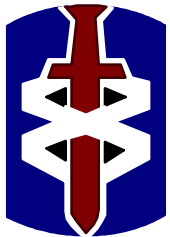
The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her physical possession. It applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt, for example (TA-50).



REPORTS OF SURVEY (RESPONSIBILITY RELATIONSHIP)

Command responsibility and supervisory responsibility depend on the location of the property within the chain of command. This responsibility is a part of a job or position and is incurred by assuming that command or supervisory position. It cannot be delegated.

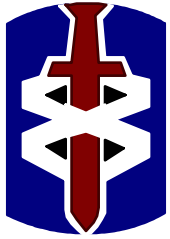
PROPERTY MANAGEMENT DIVISION



REPORTS OF SURVEY (RESPONSIBILITY RELATIONSHIP)

Direct responsibility is a formal assignment of property responsibility to a person within the supply chain who has the property within his or her custody, but not necessarily in their possession or for their use. Accountable officers always have direct responsibility, unless it has been specifically assigned to another person. Accountable officers may delegate such responsibility by written designation or by issue of the property on a hand receipt. Personal responsibility always accompanies the physical possession of property.

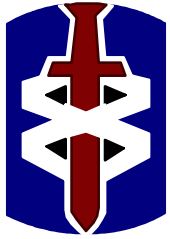
PROPERTY MANAGEMENT DIVISION



REPORTS OF SURVEY (REASONS FOR INITIATING A ROS)

- **NEGLIGENCE OR WILLFUL MISCONDUCT IS SUSPECTED AS THE CAUSE, AND INDIVIDUAL DOES NOT ADMIT LIABILITY**
- **THE VALUE OF THE ADMITTED LOSS/DAMAGE EXCEEDS THE INDIVIDUALS MONTHLY BASE PAY**
- **LOSS OR DESTRUCTION INVOLVES A SENSITIVE ITEM**
- **LOSS IS A RESULT OF FIRE, THEFT OR NATURAL DISASTER**
- **ACCOUNTING FOR LOSS OR DESTRUCTION OF SMALL ARMS AMMUNITION**

PROPERTY MANAGEMENT DIVISION



REPORTS OF SURVEY (TIME CONSTRAINTS FOR PROCESSING ROS)

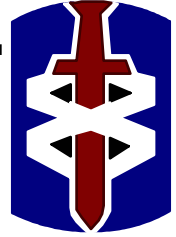
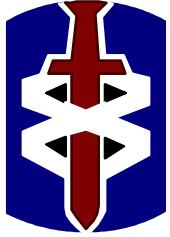
The Active Army will initiate and present reports of survey to the appointing authority or approving authority as appropriate not later than 15 calendar days after the date of discovering the discrepancy. When delayed beyond 15 calendar days, the person responsible for the delay will prepare a written statement explaining the reason for the delay and attach it to the report of survey as an exhibit. (Letter of Lateness). Under normal circumstances, do not exceed 75 calendar days total processing time. The DA standard is 75 days total from the time of discovery.

PROPERTY MANAGEMENT DIVISION

REPORTS OF SURVEY (PREPARATION REQUIREMENTS FOR DA FORM 4697)

The initiator of a report of survey will normally be the hand receipt holder or the accountable officer. When the hand receipt holder or the accountable officer is not available, the person with the most knowledge of the incident will serve as the initiator.

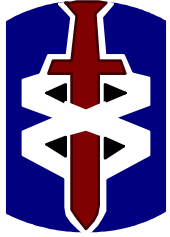
PROPERTY MANAGEMENT DIVISION



REPORTS OF SURVEY

(PREPARATION REQUIREMENTS FOR DA FORM 4697)

- ◆ **The initiator prepares block 1 and blocks 3 through 12 of DA Form 4697**
- ⇒ **(1) Date Prepared**
- ⇒ **(3) Type of Property**
- ⇒ **(4) Address of Accountable Officer**
- ⇒ **(5) Originator**



REPORTS OF SURVEY (PREPARATION REQUIREMENTS FOR DA FORM 4697)

The initiator prepares block 1 and blocks 3 through 12 of DA Form 4697:

- ⇒(6) NSN**
- ⇒(7) Item Description**
- ⇒(8) Quantity**
- ⇒(9) Unit Price**
- ⇒(10) Total Cost**
- ⇒(11) Date and Circumstances**
- ⇒(12) Affidavit**



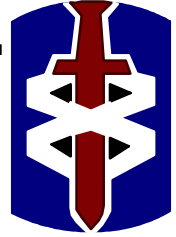
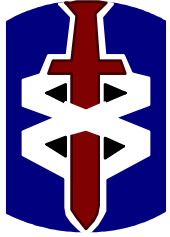
REPORTS OF SURVEY (PREPARATION REQUIREMENTS FOR DA FORM 4697)

Block 11 will contain a description of the events leading to the loss, damage, or destruction of Government property, with an explanation of how it happened.

Show all persons directly concerned by name and grade.

The description of the facts must be detailed

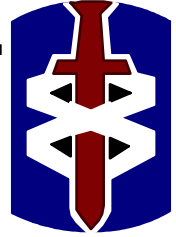
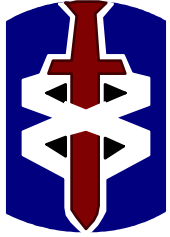
It may be necessary for the initiator to obtain statements from individuals who were witnesses or who have knowledge of the incident resulting in the loss. DA Form 2823 (Sworn Statement)



REPORTS OF SURVEY

(COMMON ERRORS ON THE ROS FORM)

- Block (3) Type of Property: Organizational or Installation
- Block (4) Address of Accountable Officer and UIC
- Block (5) Accountable Officer or Hand Receipt Holder
- Block (11) Date and Circumstances (weak)
- No Exhibits
- Exhibits Not Labeled with Appropriate Statement
Example: Exhibit A, R/S# 99-01, January 2001, \$376, Co Z
501st Signal Battalion



REPORTS OF SURVEY (COMMON MISTAKES - RESULTING IN FINANCIAL LIABILITY)

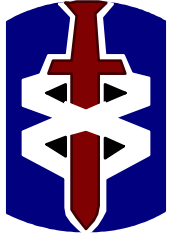
“I NEVER SUB-HAND RECEIPTED THE PROPERTY”

“I NEVER SAW 100% OF THE PROPERTY”

“I DID NOT CONDUCT CYCLIC OR SENSITIVE ITEM INVENTORIES”

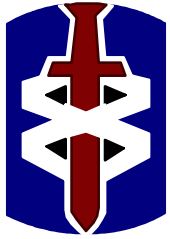
PROPERTY MANAGEMENT DIVISION

“ONE TEAM”



REFERENCES

- AR 40-61, Medical Logistics Policies and Procedures
- AR 710-2, Supply Policy Below the Wholesale Level, 31 Oct 97
- AR 735-5, Policy and Procedures for Property Accountability, 31 Jan 98
- DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97
- AIS Manuel 25-L-18-ALV-ZZZ-EM, Standard Property Book System-Redesign (SPBS-R), 1 Apr 96
- ADSM 18-HL3-RPB-IBM-UM, Army Medical Department Property Accounting System (AMEDDPAS), 15 Jul 93
- Physical Security of Weapons, Ammunition and Explosives
- EUSA Regulation No. 600-2, 20 Sep 00



PUBS WEB SITES

- The Army Logistics Support Activity (PM Magazines, SC, TMs, UALs)
 - <http://www.logsa.army.mil/pubs.htm/>
- U.S. Army Publishing Agency (Ars, DA Cirs, DA Pams, HQ DA Letters)
 - <http://www.usapa.army.mil/>
- U.S. Army Doctrinal and Training Digital Library (FMs, TCs, ARTEPs/MTPs)
 - <http://www.adtdl.army.mil/atdls.htm/>
- Army Medical Department Website (Link to other pubs sites)
 - <http://www.armymedicine.army.mil/>
- U.S. Army Center for Health Promotion and Preventive Medicine (TB MEDs)
 - <http://chppm-www.apgea.army.mil/imo/ddb/dmd/DMD/tmed.htm/>
- U.S. Army Medical Materiel Agency (SBs, SCs, UALs, TMs and TBs)
 - <http://www.armymedicine.army.mil/usamma/apps/nana-uaweb/index.htm/>